



DIRECTOR, TELEVISION COMMUNICATIONS
CENTER (SPECIALIST)

DIRECTOR, TELEVISION COMMUNICATIONS
CENTER (SUPERVISOR)

Final Filing Date: October 30, 2008

OPEN – SPOT, NON-PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority and excluding California Prison Health Care Services [Plata])

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Office of Selection Services
P.O. Box 942883 1515 “S” Street, Room 522-N
Sacramento, CA 94283-0001 Sacramento, CA 95811-72434
(916) 322-2545 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

If you meet the entrance requirements for Director, Television Communications Center (Specialist) and Director, Television Communications Center (Supervisor) you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS October 30, 2008 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filling date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during January/February 2009.

SALARY RANGE(S) As of: August 6, 2008

Both classifications: \$4,833 - \$ 5,874

MINIMUM QUALIFICATIONS DIRECTOR, TELEVISION COMMUNICATIONS CENTER (SPECIALIST)

Either I
Four years of experience in motion picture or television communications production.

Or II
One year of experience performing the duties of a Chief Engineer and Production Consultant, Television Communications Center, in the California state service.

Or III
Three years of experience performing the duties of a Television Specialist in the California state service.

DIRECTOR, TELEVISION COMMUNICATIONS CENTER (SUPERVISOR)

Either I
Four years of experience in motion picture or television communications production, at least one year of which must have been in an administrative or supervisory capacity.

Or II
One year of experience performing the duties of a Chief Engineer and Production Consultant, Television Communications Center, in the California state service.

Or III
Three years of experience performing the duties of a Television Specialist in the California state service.

Special Personal Characteristics: Willingness to travel throughout the State; demonstrated administrative and leadership ability.

MINIMUM QUALIFICATIONS (CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

DIRECTOR, TELEVISION COMMUNICATIONS CENTER (SPECIALIST & SUPERVISOR)

- A. Knowledge of:
1. Television communications production and direction

2. Principles of effective speaking

3. Principles of effective training
- B. Ability to:
1. Evaluate the video and audio components of a television communications production

2. Establish and maintain cooperative relationships with others

3. Prepare and direct the preparation of correspondence and comprehensive and objective reports

4. Analyze situations accurately and take effective action

5. Conceive and develop creative uses of the Television Communications Center

ADDITIONAL KNOWLEDGES AND ABILITIES FOR DIRECTOR, TELEVISION COMMUNICATIONS CENTER (SUPERVISOR)

- A. Knowledge of:
1. Principles of effective supervision

2. Principles of budget preparation

3. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment
- B. Ability to:
1. Plan, organize, and direct the work of others

2. Prepare a budget

3. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

ELIGIBLE LIST INFORMATION

A separate departmental promotional eligible list will be established for each classification listed to fill vacancies for the Department of Corrections and Rehabilitation. The lists will be abolished **24** months after establishment unless the needs of the service and conditions of the lists warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Director, Television Communications Center (Specialist)** under direction, plans, organizes, and directs the technical and professional work performed in producing videotaped communications and training programs; reviews technical reports and scripts of videotaped productions and completed videotaped productions for content and style; develops television communication programs supportive of departmental goals; proposes guidelines and develops procedures for implementing the use of television communications media in programs throughout the State; trains others in proper production techniques; consults with persons requesting videotaped production service to determine how their needs can best be met; and does other related work.

Note: Incumbents at this level have no supervisory responsibility, but may serve as a lead to other persons employed in the Department's Television Communications Center.

A **Director, Television Communications Center (Supervisor)** is the working supervisor level. Incumbents plan, organize, and direct the activities of the persons employed in the Department's Television Communications Center and the technical and professional work performed in producing videotaped communications and training programs; reviews technical reports and scripts of videotaped productions and completed videotaped productions for content and style; develops television communication programs supportive of departmental goals; proposes guidelines and develops procedures for implementing the use of television communications media in programs throughout the State; trains others in proper production techniques; consults with persons requesting videotaped production service to determine how their needs can best be met; and does other related work.

Position(s) exist in Sacramento with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/ CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1990, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitation’s Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employee who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). (Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.)

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 324-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS